

NAICS 561310-2

Employer Paid Personnel Service

NAICS Description: Any individual, partnership, association, corporation, contractor, or subcontractor in the District who, for a fee, procures, offers, or attempts to procure job-seekers for employers, or provides employment advice or counseling to employers or to other persons designated by employers, and who is compensated solely by employers and does not in any way hold any job-seeker liable for fees. Except for the purposes of sections 32-402(a), 32-406(e)(6), 32-408, and 32-414(a), the term "employer-paid personnel service" shall not mean an executive search firm which is paid solely by employers and which acts as a consultant to employers to identify, appraise, or recommend individuals for executive, managerial, or professional positions, and shall not mean an outplacement consulting firm which is paid solely by employers to provide employment advice to employees.

Transaction Type: Initial**Endorsement Class:** Employment Services**Legal Authority:** DC Code: Title 32, Chapter 4**DC Municipal Regulations:** Title 17, Chapter 16**License Duration:** Two (2) Years**Category License Fee:** \$1,300.00**License Available Online:** No**Application Fee (fixed):** \$35.00**Online Processing Fee:** N/A**Endorsement Fee:** \$10.00

Payment Method: If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Bank of America Attention: D.C. Government Wholesale Lockbox #91360 Mail Code MD4-301-18-04, 18th Floor, 225 North Calvert Street Baltimore, MD 21202.

Prerequisites: (See requirements below)**Application Requirements:** All applicants for a Basic Business License must comply with the following DC Code requirements:➤ **Basic Business License Application**

To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.

➤ **Certificate of Occupancy / Compliance for Zoning Regulations**

Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Permit Center Division at (202) 442-9475.

➤ **Clean Hands Certification**

You'll also need to self-certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package or during the online filing process.

➤ **Office of Tax & Revenue (OTR) Registration**

Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online at www.cfo.dc.gov. For more information, please call the Tax Customer Center at (202) 727-4829.

➤ **Financial Condition of Business**

You must complete a Financial Report Form for Employment Agencies that provide information regarding the financial condition of your business. You may use a notarized financial statement of the persons forming the business to satisfy this requirement. You must also sign a permission form for the Department to request a credit check.

➤ **Statement of Business Integrity**

This application shall be supported by a notarized statement that the information contained in the application and documents is true and correct, and shall indicate the type of license sought.

Employer Paid Personnel Service (Cont.)

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

➤ **Corporation Division Requirements**

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to www.dkra.dc.gov and click on "Corporate Registration." For more information, please call the Corporation Division at (202) 442-4432.

➤ **Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).

➤ **Corporate Registered Agents**

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

➤ **Trade Name Operative (Use of Fictitious Business Name)**

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

Responsible Agency: The Department of Consumer & Regulatory Affairs

Other District or Federal Agencies Involved for this Basic Business License: Office of Tax and Revenue

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL Info Center by phone at (202) 442-4311, or by Email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL packages on our website at dcra.dc.gov. Simply click on "Licenses" on our main page. In order to download the forms, you will need to have Adobe Acrobat Reader on your computer. If you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.
